

Come work at CDSS where . . .

People come First!

ADULT PROGRAMS DIVISION

**HAS AN IMMEDIATE OPENING IN THE
FISCAL ADMINISTRATION & SYSTEMS BUREAU
FOR THE FOLLOWING POSITION:**

**OFFICE ASSISTANT (OA) (TYPING) OR
OFFICE TECHNICIAN (OT) (TYPING)**



EMPLOYMENT OPPORTUNITY

Are you looking for a great place to work, where you can see a difference being made in the lives of California's elderly, blind and disabled populations, plus with the added bonus of free parking? Well look no further, the Adult Programs, Fiscal Administration & Systems Bureau works with In-Home Supportive Services (IHSS) programs that serve the elderly, blind and disabled populations to improve the quality of life for those who need services to remain independent in their own home.

Under the general supervision of the Fiscal Administration & Systems Bureau Chief (SSMII), this position will provide clerical support to the various units in addition to some secretarial duties. Please see the individual duty statements of more detailed information on each classification.

To find out more information and view a copy of the duty statement for each unit, please click on the appropriate link. Once you have viewed the information if you still have questions, please contact Chisa Brite at 916-229-0347.

Your signed State Application can be faxed to 916-229-3155 or sent by e-mail to Chisa.Brite@dss.ca.gov.

Applications will be evaluated based on eligibility and desired qualifications, and interviews may be scheduled. All appointments are subject to SROA/Surplus provisions

Final File Date: **Opened Until Filled**

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Chisa Brite MS 19-92
8745 Folsom Blvd., Ste. 230
Sac. 95826 916-229-4019



DUTY STATEMENT
ADULT PROGRAMS BRANCH
FISCAL ADMINISTRATION & SYSTEM BUREAU
OFFICE TECHNICIAN (TYPING)
Full-Time Permanent

Under the general supervision of the Staff Services Manager II (SSM II), the Office Technician (OT) will provide clerical support to the Bureau Chief and Bureau staff related to the Adult Programs, Fiscal Administration & System (AP & FA&SB) Bureau. The incumbent filling this position will assume full responsibility for assigned projects and perform all duties normally required of a secretary, including the screening, distributing and managing of incoming assignments, handling sensitive and difficult telephone calls from the public, reviewing and proofing of finished products, assisting in the establishment of clerical policies and procedures, and in prioritizing the workload. The incumbent must possess a working knowledge of Microsoft Office.

SPECIFIC ASSIGNMENTS

1. Preparing, Formatting, and Reviewing Written Products **35%**
 - a. Prepares and formats all forms of written products, correspondence, complex reports, tables, charts, and forms for signature of Bureau and Branch Chief and other Departmental staff. Reviews, proofs and edits documents, establishes, and maintains assignment control logs.
2. Workload Prioritization **5%**
 - a. Using only general direction and independent judgment, screens, prioritizes, and refers incoming assignments to the appropriate staff.
3. Telephone Calls **10%**
 - a. Answers, screens, and directs incoming telephone calls to appropriate staff.
 - b. Independently responds to a variety of inquiries, gathers and gives information to the public, other governmental employees or staff requiring reference to a number of sources.
 - c. Initiate telephone calls necessary to conduct daily business.
4. Filing and Duplication **15%**
 - a. Establishes and maintains Bureau subject, chronological and control files as needed. Assist in maintenance of statistical data base.
 - b. Maintains Department, Branch, and Bureau manuals.

- c. Purges file materials using established criteria.
- d. Duplicates and distributes copies of forms, letters, memorandums, reports, charts, etc.

5. Travel and Meeting Arrangements 15%

- a. Arranges travel and submits travel claims for the Bureau.
- b. Assists county staff in travel arrangements for State meetings and conferences.
- c. Schedules meetings and arranges for conference rooms.
- d. Assists in logistics for statewide training.

6. Personnel Activities 5%

Assists in the recruitment of Bureau staff.

7. Procedure Development 5%

Participates in the development of Bureau procedures. Independently drafts and disseminates procedures to staff. Makes recommendations for procedural changes.

8. Other Duties 10%

- a. Attends meetings and takes notes as necessary.
- b. Performs other support duties as direct by Bureau Chief or Unit Managers to sustain Bureau activities
- c. Travel to Headquarters as needed to deliver/pick up documents.

PERSONAL CONTACTS

The OT will have frequent contact with all levels of staff, including representatives from other State agencies, county agencies and the general public.

ACTIONS AND CONSEQUENCES

Failure to use good judgment in handling sensitive and confidential material could result in information being released to unauthorized persons. Errors will have a significant adverse impact on the internal and external operations of the Bureau, as well as the image of the Department.